

## SHIFT TRAINING POLICY AND PROCEDURES

ON, 1-7-05, I Lee Jackson RECEIVED a 15-MINUTE BLOCK  
PRINT NAME  
TRAINING ON POLICY AND PROCEDURES; UNIFORM AND PERSONAL APPEARANCE;  
DURING THE 0645-1500 HOUR SHIFTS BRIEFING.

Lee O. Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR  
SGT. EARNEST THOMAS #285

## Memorandum Receipt

Date: 01-04-05

I Lee Jackson received a copy of the memo generated by  
(Print Name)

Captain Taylor's office titled Escorting of Inmates dated October 19, 2004.

Officers Signature: Lee Jackson Badge # 225

## SHIFT TRAINING

### POLICY AND PROCEDURES

ON, 1-1-05, I See Jackson RECEIVED a 15-MINUTE BLOCK  
PRINT NAME  
TRAINING ON POLICY AND PROCEDURES; SUICIDE WATCH; DURING THE 0645-1500 HOUR  
SHIFTS BRIEFING.

See Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR  
SGT. KENNETH ROGERS #161  
SGT. EARNEST THOMAS #285  
SGT. EDDIE COLLINS #254

## SHIFT TRAINING POLICY AND PROCEDURES

ON, 12-27-04, I Lee O. Jackson RECEIVED a 15-MINUTE BLOCK  
PRINT NAME  
TRAINING ON POLICY AND PROCEDURES; FORCED CELL MOVES; DURING THE 0645-1500  
HOUR SHIFTS BRIEFING.

Lee O. Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR  
SGT. KENNETH ROGERS #161  
SGT. EARNEST THOMAS #285  
SGT. EDDIE COLLINS #254

## SHIFT TRAINING

## POLICY AND PROCEDURE DIRECTIVE

ON December 19, 2004, I Lee Jackson RECEIVED a 15-MINUTE TRAINING ON INMATE TELEPHONE USAGE 0645-1500 HOUR SHIFTS BRIEFING.

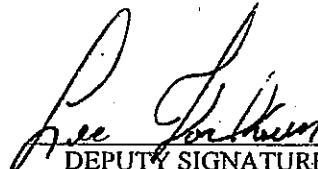
Lee Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SGT REESE, D. #159  
SHIFT SUPERVISOR

## SHIFT TRAINING

### POLICY AND PROCEDURE DIRECTIVE

ON December 18, 2004, I Lee Jackson RECEIVED a 15-MINUTE TRAINING ON HOSPITAL DUTY GUIDELINES 0645-1500 HOUR SHIFTS BRIEFING.



Lee Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SGT LEGE #155  
SHIFT SUPERVISOR

## SHIFT TRAINING

### POLICY AND PROCEDURE DIRECTIVE

ON December 16, 2004, I Lee Jackson RECEIVED a 15-MINUTE TRAINING ON Personal Protective Equipment 0645-1500 HOUR SHIFTS BRIEFING.

Lee Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SGT LEGE #155  
SHIFT SUPERVISOR

## SHIFT TRAINING

### POLICY AND PROCEDURE DIRECTIVE

ON December 14, 2004, I Lee Jackson RECEIVED a 15-MINUTE TRAINING ON RELEASE PREPARATION 0645-1500 HOUR SHIFTS BRIEFING.

Lee Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SGT LEGE #155  
SHIFT SUPERVISOR

SGT. LEONARD #156  
SHIFT SUPERVISOR

# SHIFT TRAINING

## POLICY AND PROCEDURE DIRECTIVE

ON 10-6-08, I Lee Jackson RECEIVED a 15-MINUTE BLOCK  
PRINT NAME  
TRAINING ON POLICY AND PROCEDURES; EMERGENCY PLAN; GENERAL EMERGENCY;  
DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

Lee Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR  
SGT. KENNETH ROGERS #161  
SGT. EARNEST THOMAS #285  
SGT. EDDIE COLLINS #254

SHIFT TRAINING  
POLICY AND PROCEDURE DIRECTIVE

ON, 10-6-08, Lee Jackson RECEIVED a 15-MINUTE BLOCK  
PRINT NAME  
TRAINING ON POLICY AND PROCEDURES; EMERGENCY PLAN; ADVERSE JOB ACTION  
PLAN; DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

Lee Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR  
SGT. KENNETH ROGERS #161  
SGT. EARNEST THOMAS #285  
SGT. EDDIE COLLINS #254

SHIFT TRAINING  
POLICY AND PROCEDURE DIRECTIVE

ON D-11041 Lee Otis Jackson RECEIVED a 15-MINUTE BLOCK  
PRINT NAME  
TRAINING ON POLICY AND PROCEDURES; EMERGENCY PLAN; BOMB THREAT; DURING  
THE 1500-2300 HOUR SHIFTS BRIEFING.

Lee O. Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR  
SGT. KENNETH ROGERS #161  
SGT. EARNEST THOMAS #285  
SGT. EDDIE COLLINS #254

# SHIFT TRAINING

## POLICY AND PROCEDURE DIRECTIVE

ON, 10-11-04/ Lee OTS Jackson RECEIVED a 15-MINUTE BLOCK  
PRINT NAME  
TRAINING ON POLICY AND PROCEDURES; EMERGENCY PLAN; EMERGENCY HURRICANE  
PROCEDURE; DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

Lee Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR  
SGT. KENNETH ROGERS #161  
SGT. EARNEST THOMAS #285  
SGT. EDDIE COLLINS #254

## SHIFT TRAINING POLICY AND PROCEDURE DIRECTIVE

ON, 07-30-04, Lee Otis JACKSON RECEIVED a 15-MINUTE BLOCK  
PRINT NAME  
TRAINING ON POLICY AND PROCEDURES; SUICIDE WATCH; DURING THE 1500-2300 HOUR  
SHIFTS BRIEFING.

Lee Otis Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR  
SGT. KENNETH ROGERS #161  
SGT. EARNEST THOMAS #285  
SGT. EDDIE COLLINS #254

## SHIFT TRAINING

### INTER-OFFICE MEMO

ON 09-30-04 Lee Otis Jackson RECEIVED a 15-MINUTE BLOCK  
PRINT NAME  
TRAINING ON INTER-OFFICE MEMO DATED SEPTEMBER 29, 2004; NON-CONTACT  
INMATES; DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

Lee Otis Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR  
SGT. KENNETH ROGERS #161  
SGT. EARNEST THOMAS #285  
SGT. EDDIE COLLINS #254

SHIFT TRAINING  
POLICY AND PROCEDURE DIRECTIVE

ON 07-27-01 Lee O. JACKSON RECEIVED a 15-MINUTE BLOCK  
PRINT NAME  
TRAINING ON POLICY AND PROCEDURES; USE OF FORCE; DURING THE 1500-2300 HOUR  
SHIFTS BRIEFING.

Lee O Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR  
SGT. KENNETH ROGERS #161  
SGT. EARNEST THOMAS #285  
SGT. EDDIE COLLINS #254

Training Records  
0056

SHIFT TRAINING  
POLICY AND PROCEDURE DIRECTIVE

ON 9-28-04, Lee Otis JACKSON RECEIVED a 15-MINUTE BLOCK  
TRAINING ON POLICY AND PROCEDURES; CUSTODY INQUIRIES; DURING THE 1500-2300  
HOUR SHIFTS BRIEFING.

Lee Otis Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR  
SGT. KENNETH ROGERS #161  
SGT. EARNEST THOMAS #285

## SHIFT TRAINING

### POLICY AND PROCEDURE DIRECTIVE

ON September 27, 2004, I Lee Otis Jackson RECEIVED a 15-MINUTE BLOCK TRAINING ON Drug and Alcohol Abuse, 1500-2300 HOUR SHIFTS BRIEFING.

Lee Otis Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

Supervisors and Instructors  
Sgt Rogers #161  
Sgt Collins #254

Training Records  
0058

**JUSTICE CONSENT ORDER RECORD OF TRAINING**

Name: Lee Otis JACKSON Date: 9-20-04

Address: 5022 Ohio AVE

City: Gulfport State: MS Zip 39501

Telephone No: 863-6424

Facility Assignment (if known): ~~Harrison~~ HCSd

Hire Date: 9-20-04 Rank/Position (if known) C1

Class Date: 9-20-04

I have received a copy of the case U.S. versus Harrison County, specifically known as the Consent Judgment in addition to the 2<sup>nd</sup> and 3<sup>rd</sup> Supplemental Reports following same.

The above documents have been fully explained to me and I acknowledge receipt of a copy of same.

I understand and hereby agree to comply with the terms, conditions and obligations set forth in the above order and supplements to the best of my ability in my duties as an employee of the Harrison County Sheriff's Department.

Lee O Jackson  
Employee

9-20-04  
Date

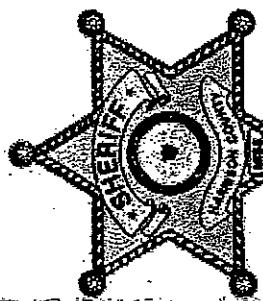
Instructor \_\_\_\_\_

Date \_\_\_\_\_

cc: Capt Taylor  
Capt. Lacy

Training Records  
0059

Harrison County Sheriff's Department



This is to certify that

**LEE O. JACKSON**

Has successfully completed

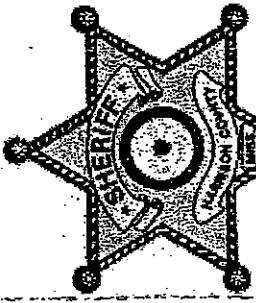
**FIRST AID & C.P.R.**

This the 22<sup>ND</sup> Day of September, 2004

*Joe*  
*Al*

Officer John Geas, Instructor

Harrison County Sheriff's Department  
Correctional Division



This is to certify that

LEE O. JACKSON

Has successfully completed

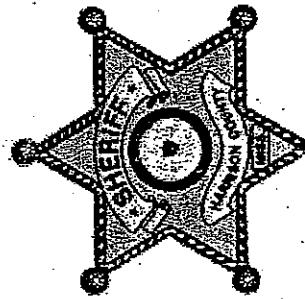
CORRECTIONAL OFFICER TRAINING COURSE  
(40 Hour)

This the 24th of September, 2004

*[Signature]*  
Captain Rupert Lady, Instructor

*[Signature]*  
George H. Payne, Jr. Sheriff

Harrison County Sheriff's Department



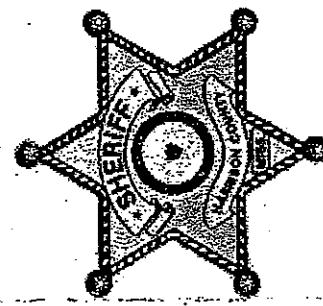
This is to certify that  
**LEE O. JACKSON**  
Has successfully completed

**O.C. SPRAY**

This the 21<sup>st</sup> of September, 2004

Captain Robert H. Lacy, Instructor

Harrison County Sheriff's Department



This is to certify that

LEE O. JACKSON

Has successfully completed

FIRST AID & C.P.R.

This the 22<sup>ND</sup> Day of September, 2004

*[Signature]*  
Officer John Geas, Instructor

HARRIS COUNTY SHERIFF'S DEPARTMENT

*Corrections Division*

Daily Observation Report

F.T.O. J. Gregory #289

Page 1 of 1

2/18/2005

Trainee: Deputy Jackson #225

Narrative: Give a brief description of training conducted today and outcome.

**ROVER**

Officer Jackson was assigned as Rover. Officer Jackson read and signed the Post Orders. Officer Jackson is assist any Officer requesting copies or in need of any other assistance and when possible, relief from post. FTO Gregory reminded Officer Jackson on day shift we were to turn the block phones on and then log what time the phones came on in the access log. FTO Gregory observed Officer Jackson escorting inmates from their block to court, Medical, etc. and the proper use of restraints (i.e. daisy chain – cuff all inmates left hand to chain prior to exiting block, cuff and shackle all B-Block inmates) properly. Officer Jackson making the correct security rounds, checking all doors to ensure they are secured, strip-searching any Inmates wandering around the facility unescorted and reports any discrepancies to the Shift Supervisor. Officer Jackson conducts Rover duties in a timely manner. Officer Jackson stays busy the entire shift and alls giving a hand to help others. Officer Jackson is improving the amount of perimeter checks that he conducts. Officer Jackson needs to improve on finding misplaced Inmates on the court list due to cell changes not being done on a regular basis by looking at the Inmate at hands charges and determine the proper location. End of report.

*Lee C. Jackson 2-18-05*  
Trainee's Signature / Badge # / Date

*J. Gregory* 289  
F.T.O.'s Signature

## FTO MODULE PERFORMANCE CHECKLIST

## Chapter \_\_\_\_\_ Modular Title: **ROVER**

Trainee L. Jackson #225  
FTO Gregory #284

<p><b>Performance Objective:</b> Following demonstration by the designated Field Trainer, the trainee will: Provide escorts of inmates, visitors, contractors, and staff to areas of the facility. At all times display safety and security techniques, respond to emergency requests, and assigned details.</p>					
1) Report to the de-briefing area at the beginning of the shift to sign in the post orders book, after having read them.	Trainee Reads/Review task document	<i>2-12-05</i>	<i>2-12-05</i>	<i>2-12-05</i>	<i>2-12-05</i>
2) Receive briefing from the offgoing and oncoming rover and S-1.	FTO Explains and Demonstrates	<i>2-12-05</i>	<i>2-12-05</i>	<i>2-12-05</i>	<i>2-12-05</i>
3) Receive and carry out any and all tasks assigned from the S-1.	Trainee explains as FTO demonstrates	<i>2-12-05</i>	<i>2-12-05</i>	<i>2-12-05</i>	<i>2-12-05</i>
4) Assist all officers in need of help in any area(s) such as retrieving copies of forms, paperwork, and when possible relief from post.	Trainee Explains and demonstrates	<i>2-12-05</i>	<i>2-12-05</i>	<i>2-12-05</i>	<i>2-12-05</i>
5) Properly escort inmates to and from the blocks, medical, church, C.I.D., attorney visits, etc.. At all times be security minded.	Trainee Practices	<i>2-12-05</i>	<i>2-12-05</i>	<i>2-12-05</i>	<i>2-12-05</i>
6) Properly initiate and conduct a proper classification move from B/F to the blocks. At all times maintaining security and order - no talking.					
7) Properly check and verify that no inmates are together that are prohibited to be, by using the no contact book in de-briefing.					
8) Demonstrate proper procedure for moving inmates from one area to another; include properly demonstrating proper handcuffing/shackling.					
9) Keep central control aware of moves and when they are completed. If opposite sex are being moved, have central monitor.					
10) While in hallways check all doors to make sure they are secured.					
11) While in hallways check all areas for cleanliness, water spills, food trays, garbage, blue boats, and any other items to be stored.					
12) Upon completion of your shift, properly brief the offgoing S-1, the oncoming S-1, and the oncoming rover.					
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>2-19-05</u> (date)					
FTO <u>J. O. Johnson</u> 289					
Trainee <u>J. O. Johnson</u> 225					
					<i>Scheduled for 1-19-05 1330 Debriefing</i>

## SHIFT TRAINING ACA STANDARDS

On 8-15-05, I Lee Jackson received a 15-Minute Block Training On; Policy and Procedure Use of Force, During The 0645-1500 Hour Shift Briefing.

Lee Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

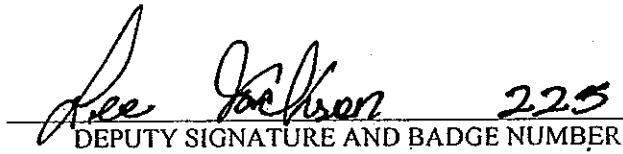
Sgt. K. Rogers #161  
Supervisor / Instructor

Sgt. E. Thomas #160  
Supervisor / Instructor

## SHIFT TRAINING

## ACA STANDARDS

On 02-14-05, I Lee Jackson received a 15-Minute Block Training On; ACA STANDARDS; Drug Free Work Place, During The 0645-1500 Hour Shift Briefing.



Lee Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

Sgt. K. Rogers #161  
Supervisor / Instructor

Sgt. E. Collins #153  
Supervisor / Instructor

## SHIFT TRAINING

## ACA STANDARDS

On 02-13-05, I Lee Jackson received a 15-Minute Block Training On; ACA STANDARDS; Inmate Grievance, During The 0645-1500 Hour Shift Briefing.

Lee Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

Sgt. E. Thomas #160  
Supervisor / Instructor

Sgt. E. Collins #153  
Supervisor / Instructor

HARRIS COUNTY SHERIFF'S DEPARTMENT

*Corrections Division*

Daily Observation Report

F.T.O. J. Gregory #289

Page 1 of 1

2/12/2005

Trainee: Deputy Jackson #225

Narrative: Give a brief description of training conducted today and outcome.

**ROVER**

Officer Jackson was assigned as Rover. Officer Jackson read and signed the Post Orders. FTO Gregory explained that the Rover will assist any Officer requesting copies or in need of any other assistance and when possible, relief from post. FTO Gregory informed Officer Jackson on day shift we were to turn the block phones on and then log what time the phones came on in the access log. Officer Jackson was shown the proper way to escort inmates from their block to church, court, Medical, etc. and the proper use of restraints (i.e. daisy chain – cuff all inmates left hand to chain prior to exiting block, cuff and shackle all B-Block inmates) was discussed. Officer Jackson was shown how to properly check and verify that no inmates on the "NO CONTACT" list are to leave the block together at any time. It was stressed that when escorting inmates, notify Central Control to monitor the movement, especially when inmates of the opposite sex are being moved. Officer Jackson was reminded that Safety, Security, and Sanitation is every Officers responsibility and as Rover especially. Officer Jackson was instructed that while making security rounds, check all doors to ensure they are secured, question then strip search any Inmates wandering around the facility unescorted and report any discrepancies to the Shift Supervisor. Officer Jackson was unable to "actually" perform a Classification Move not being on third shift. It was explained that names should be double-checked and I.D. bands verified (if they were issued) prior to making any move. Officer Jackson was advised that any orders or tasks received from the Shift Supervisor are also to be carried out. Officer Jackson conducts Rover duties in a timely manner. Officer Jackson just needs to make time available for more perimeter checks. End of report.

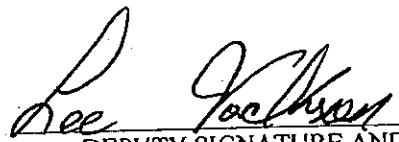
*Deputy Jackson 225 2-12-05*  
Trainee's Signature / Badge # / Date

*J. J. Gregory #289*  
F.T.O.'s Signature

## SHIFT TRAINING

## ACA STANDARDS

On 02-12-05, I Lee JACKSON received a 15-Minute Block Training On; ACA STANDARDS; Access to Media, During The 0645-1500 Hour Shift Briefing.



Lee Jackson 225

DEPUTY SIGNATURE AND BADGE NUMBER

Sgt. E. Thomas #160  
Supervisor / Instructor

Sgt. E. Collins #153  
Supervisor / Instructor

## SHIFT TRAINING

## ACA STANDARDS

On 2-11-05, I Lee JACKSON received a 15-Minute Block Training On; ACA STANDARDS; Security Shift Briefings and Shift Duty Hours, During The 0645-1500 Hour Shift Briefing.

Lee Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

Sgt. E. Thomas #160  
Supervisor / Instructor

Sgt. E. Collins #153  
Supervisor / Instructor

## SHIFT TRAINING

On February 8, 2005 I Lee Jackson received a 15-Minute Block Training On A Inter-Office Memo Ref: Security Equipment During The 0700-1500 Hour Shift Briefing.

Lee Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

Sgt. Eddie Collins #153  
Supervisor / Instructor

Sgt. Kenny Rogers #161  
Supervisor / Instructor

Sgt. Earnest Thomas #160

Supervisor /instructor

## Memorandum Receipt

Date: 02-07-05

I Lee Jackson  
(Print Name) received a Suicide Prevention Card.

Officers Signature: Lee Jackson Badge # 225

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## SHIFT TRAINING

On February 7,2005 I Lee Jackson received a 15-Minute Block Training On A Inter-Office Memo Ref: Special Needs Inmates During The 0700-1500 Hour Shift Briefing.



DEPUTY SIGNATURE AND BADGE NUMBER

Sgt. Eddie Collins #153  
Supervisor / Instructor

Sgt. Kenny Rogers #161  
Supervisor / Instructor

Sgt. Earnest Thomas #160  
Supervisor /instructor

## SHIFT TRAINING

## ACA STANDARDS

On 2-05-05, I Lee O. Jackson received a 15-Minute Block Training On; ACA STANDARDS; COMPREHENSIVE EDUCATION PROGRAM, During The 0645-1500 Hour Shift Briefing.

Lee O. Jackson 925  
DEPUTY SIGNATURE AND BADGE NUMBER

Sgt. E. Thomas #160  
Supervisor / Instructor

Sgt. K. Rogers #161  
Supervisor / Instructor

Sgt. E. Collins #153  
Supervisor / Instructor

## SHIFT TRAINING

On 2-1-05, I Lee Jackson received a 15-Minute Block Training On legal Assistance During The 0645-1500 Hour Shift Briefing.

Lee Jackson 235  
DEPUTY SIGNATURE AND BADGE NUMBER

Sgt. K. Rogers #1161  
Supervisor / Instructor

Sgt. E. Thomas #160  
Supervisor / Instructor

Sgt. E. Collins #153  
Supervisor / Instructor

## SHIFT TRAINING

## POLICY AND PROCEDURES

ON, 1-31-05, Lee Jackson RECEIVED a 15-MINUTE BLOCK  
PRINT NAME

TRAINING ON ACA Standards; Correctional Officer Assignments DURING THE 0645-1500 HOUR  
SHIFTS BRIEFING.

 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR  
SGT. EARNEST THOMAS #160  
SGT. EDDIE COLLINS #153  
SGT. KENNETH ROGERS #161

## SHIFT TRAINING

### POLICY AND PROCEDURES

ON, 01-30-05, I Lee Jackson  
PRINT NAME

RECEIVED a 15-MINUTE BLOCK

TRAINING ON ACA Standards; Inmate Grievance DURING THE 0645-1500 HOUR SHIFTS  
BRIEFING.

Lee Jackson 225

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR  
SGT. EARNEST THOMAS #160  
SGT. EDDIE COLLINS #153  
SGT. KENNETH ROGERS #161

## SHIFT TRAINING

### POLICY AND PROCEDURES

ON, 1-27-05, I Lee Jackson RECEIVED a 15-MINUTE BLOCK  
PRINT NAME

TRAINING ON ACA Standards; Central Control DURING THE 0645-1500 HOUR SHIFTS  
BRIEFING.

Lee C. Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR  
SGT. EARNEST THOMAS #160  
SGT. EDDIE COLLINS #153  
SGT. KENNETH ROGERS #161

## SHIFT TRAINING

## POLICY AND PROCEDURES

ON, 6-28-05, I Lee Jackson  
PRINT NAME

RECEIVED a 15-MINUTE BLOCK  
TRAINING ON Policy and Procedures; Inmate Uniform and Hygiene Issuance DURING THE 0645-  
1500 HOUR SHIFTS BRIEFING.

Lee Jackson 225  
DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR  
SGT. EARNEST THOMAS #160  
SGT. EDDIE COLLINS #153  
SGT. KENNETH ROGERS #161